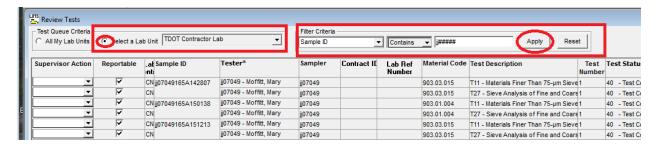
Using the Review Tests and the Review Sample windows

The Review Tests and the Review Sample windows can be filtered to show only specific samples. In order to see only your tests in the Contractors lab you will need to create a filter. Below are the steps:

- 1. Log in to LIMS
- 2. Open the Review Tests window.
- 3. Select the "Select a Lab Unit" button
- Select TDOT Contractor or Field Lab.
- 5. In the "Filter Criteria" section, pick "Sample ID" "Contains" and your ji#
- 6. Hit "Apply" button. You will then see only your tests that need to be approved.
- 7. Select "Review Complete" for each sample and "save". The test should disappear from the screen.



- 8. Once all your tests have been reviewed, you need to open the "Review Sample" window.
- 9. In the "Filter Criteria" section, pick "Sample ID" "Contains". Enter your jj# and click apply.
- 10. Put a check in the "Authorize box", select either completed or failed from the "Sample Status" dropdown. NOTE: If check box & other data did not load, from "File" in the top left corner of the window, select "Refresh".

